

Bill To:  
State of Idaho  
\*\*\*\*

Send invoices to the address listed  
below or as indicated in the  
comments or instructions field  
Boise, ID 83720-0075



State of Idaho

THIS NUMBER MUST APPEAR  
ON ALL DOCUMENTS

## Statewide Blanket Purchase Order

Statewide Blanket Purchase  
Order  
SBPO1204

**DELIVER TO:** State of Idaho Various Agencies  
Various State Agencies  
located throughout Idaho  
\*\*\*\*  
Various, ID 83701

Date: **Tue Oct 05, 2004**

F.O.B: **Destination**

Terms:

**Wed Oct 06, 2004**

Contract From Date

Contract To Date: **Fri Oct 05, 2007**

**VENDOR:** IMAGISTICS INTERNATIONAL INC.  
2810 South Orchard  
Boise, ID 83705  
Attn: General Manager

Phone: 208 343-0506  
Fax: 208 343-8288  
Account Number: P00000045859

RFQ#: **RFQ04324**  
DOC#: **PREQ8671**

File(s) Attached:


**04STWFAXAwrIMG.pdf**

Buyer: **AARON WOLTER 208-327-7452**

Item No	Description	Quantity UOM	Unit Price	EXTENSION
<b>000</b>	<b>BLANKET PURCHASE AGREEMENT ( line item particulars follow )</b>	<b>1 lot</b>		<b>0.36</b>
	<b>Total:</b>			<b>0.36</b>

<b>Blanket Comments:</b>	<p>.....NOTICE OF STATEWIDE CONTRACT (SBPO) AWARD</p> <p>Contract for RENTAL AND PURCHASE of FACSIMILE MACHINES. The contract is for the benefit of State of Idaho Agencies, institutions, and departments and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327. The Division of Purchasing or the requisitioning agency will issue individual releases (delivery or purchase orders) against this Master Contract on an as needed basis for a period of three years commencing OCTOBER 6, 2004 and ending OCTOBER 5, 2007.</p> <p>Contract Title:.....FACSIMILE MACHINES Contract Usage Type:.....Mandatory Use Public Agency Clause: .....Yes Contract Administration:....Gerry Silvester ---Phone Number:.....208-327-7465 ---E-Mail:.....gsilvest@adm.state.id.us</p> <p>Contractor's Primary Contact ---Attn:.....Gabrielle VanDekop ---Address:.....2810 Orchard Street ---City, State, Zip:.....Boise, ID 83705 Phone Number:.....208-343-0506 Fax Number:.....208-343-8288 E-Mail:.....gabrielle.vandekop@imagistics.com</p> <p>CONTRACTOR: Ship to the FOB DESTINATION point and BILL DIRECTLY to the ORDERING AGENCY. DO NOT MAIL INVOICES TO THE DIVISION OF PURCHASING. Notating the Contract Award Number on any invoices/statement will facilitate the efficient processing of payment.</p>			

Item No	Description	Quantity UOM	Unit Price	EXTENSION
<b>001</b>	<b>Contract for PURCHASE and RENTAL of FACSIMILE Machines AREAS A, B &amp; C. Per the attached Specifications and Price Schedule.</b>	<b>36</b>	<b>0.01</b>	<b>0.36</b>

( 985-59-03-000 ) ( nt )		MNTH	
General Comments:	<b>QUANTITIES:</b> The State of Idaho, Division of Purchasing can only give approximations of quantities and will not be held responsible for figures given in this document. No minimum order quantity is guaranteed.		
	<b>Order Placement Address:</b> ---Company Name:.....Imagistics International, Inc. ---Address:.....2810 Orchard Street ---City, State, Zip:.....Boise, ID 83705 ---Phone .....208-343-0506 ---Phone Direct: .....208-343-0506 ---Facsimile: .....208-343-8288 ---e-mail..... .gabrielle.vandekop@imagistics.com		
	<b>Payment Address:</b> SAME AS ABOVE		
	<b>THIS CONTRACT</b> , (including any files attached), <b>CONSTITUTES ACCEPTANCE OF YOUR SIGNED BID, QUOTATION, OR OFFER</b> (including any electronic bid submission), <b>WHICH SUBMISSION IS INCORPORATED HEREIN BY REFERENCE AS THOUGH SET FORTH IN FULL.</b>		
	In the event of any inconsistency, unless otherwise provided herein, such inconsistency shall be resolved by giving precedence in the following order:  <ol style="list-style-type: none"><li>1. This Statewide Blanket Purchase Order document.</li><li>2. The state of Idaho's original solicitation document.</li><li>3. The Contractor's signed bid, quotation, or offer.</li></ol>		
INVOICES MUST BE SENT TO THE IDAHO ORDERING AGENCY.			
<b>Instructions:</b> <b>Freight / Handling Included in Price</b> <b>1: For all deliveries, please call the contact for the delivery point 24 hours before delivery.</b> <b>2: Contractor will honor Public Agency clause.</b>			
		By: <b>LYLE GESSFORD</b>	
Select an action.	 and	<input type="button" value="Execute Action"/>	<input type="button" value="Back to Quick PO Lookup"/>
gsilvest@adm.state.id.us			

## STATEWIDE FACSIMILE CONTRACT ORDERING INSTRUCTIONS

The Statewide Facsimile Contract is a mandatory contract. If the facsimile on contract will not meet the needs of your agency, a written justification must be sent to the Division of Purchasing with a Requisition and associated specifications stating why the facsimile equipment on contract does not meet your requirements.

State Agencies are to submit their Agency Purchase Order (if used) and completed FAX PLACEMENT FORM directly to the applicable Contractor. After determining the appropriate Item and Category Number needed, complete the FAX PLACEMENT FORM for the particular item required. The FAX PLACEMENT FORM will be attached to the Agency Purchase Order (if used) for either a purchase or a rental.

**INSTRUCTIONS:** Complete the blanks on the FAX PLACEMENT FORM as follows:

### PURCHASE OR RENTAL

- 1 Purchase Order Date
- 2 Agency Name
- 3 Bill To (Contact Name)
- 4 Bill To (Address)
- 5 Bill To (City, STATE, Zip)
- 6 Agency PO #
- 7 Contractor Name & Ordering Address
- 8 Category
- 9 AREA
- 10 BRAND/MODEL
- 11 Delivery (# Days ARO)
- 12 Check here if PURCHASE
- 12-a Check here for Year 2 Maintenance
- 12-b Check here for Year 3 Maintenance
- 13 Check here to indicate RENTAL
- 13-a Indicate # of Years (One or Three) for Rental
- 14 Placement location including contact person name and phone
- 15 Indicate BRAND/MODEL, Product Code of Equipment or Accessory
- 16 Monthly RENTAL rate (1 or 3 years, if Rental)
- 17 PURCHASE Price (If Purchase)
- 18 FSM Maintenance, (Check Block for year 2 & year 3 Maintenance if chosen)
- 19 Column TOTALS
- 20 Authorized Agency Signature

### NOTES, RENTAL ONLY

Facsimile Equipment may be rented for either a one or three year period.

A one (1) year rental agreement may be renewed or extended one time.

Three (3) year rentals may NOT be renewed.

At the expiration of the applicable rental period, the facsimile equipment must be returned to the contractor.

**When completed, attach the FAX PLACEMENT FORM to your completed Purchase Order (if used) and send it to the applicable Contractor. A copy of the FAX PLACEMENT FORM and applicable Purchase Order must also be sent to the Division of Purchasing.**

**STATEWIDE FACSIMILE CONTRACT  
FAX PLACEMENT FORM**

PO Date (1) Agency PO # (6)  
 Agency (2)  
 Bill To: (3) Contractor (7)  
 Street/Box (4)  
 City, Zip (5)

(8) (9) (10) Delivery (11) Number of Days ARO  
 Category Area Brand/Model

**(12)** \* Check here to indicate if for PURCHASE ONLY - (Fill out price below.)

FSM MAINTENANCE

MAINTENANCE-( 1st Year Maintenance incl. in purchase price.) Year 2 Year 3  
 (Indicate if you wish to have maintenance for Year 2 and Year 3 and fill out prices below.)

Maintenance on Purchased equipment does **NOT** include supplies. **(12-a)** **(12-b)**  
 YES or NO YES or NO

**(13)** \* Check here to indicate for RENTAL ONLY - (Fill out price below.)  
 Maintenance is included in rental price, but pricing does NOT include supplies

RENTAL, No. of Years: **(13-a)**  
 Rental Period - Year(s)  
 (One or Three Years)

Facsimile Location **(14)**  
 \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**RENTAL**

**PURCHASE**

EQUIPMENT AND ACCESSORIES	Monthly Rental Price	Purchase Price	MAINTENANCE (first year included)
Model #, Product Code, Description			
<u>(15)</u>	\$ <u>(16)</u>	\$ <u>(17)</u>	Year 2 \$ <u>(18)/mo</u>
<u>(15)</u>	\$ <u>(16)</u>	\$ <u>(17)</u>	Year 3 \$ <u>(18)/mo</u>
<u>(15)</u>	\$ <u>(16)</u>	\$ <u>(17)</u>	
<u>(15)</u>	\$ <u>(16)</u>	\$ <u>(17)</u>	
<u>(15)</u>	\$ <u>(16)</u>	\$ <u>(17)</u>	
<u>(15)</u>	\$ <u>(16)</u>	\$ <u>(17)</u>	
<u>(15)</u>	\$ <u>(16)</u>	\$ <u>(17)</u>	
<u>(15)</u>	\$ <u>(16)</u>	\$ <u>(17)</u>	
<b>TOTALS:</b>	<b>\$ (19)</b>	<b>\$ (19)</b>	

This order is placed pursuant to the Master Written Contract executed by and between the Contractor and the State of Idaho, Division of Purchasing. By signing below, the agency agrees to the terms and conditions contained therein.

**(20)**  
 \_\_\_\_\_  
 (Agency Authorized Signature)

**The Agency shall send One (1) complete copy of this Fax Placement Form and Agency Purchase Order (if applicable) to the Division of Purchasing, P O Box 83720, Boise, ID 83720-0075, when issued.**

**STATEWIDE FACSIMILE CONTRACT  
FAX PLACEMENT FORM**

PO Date \_\_\_\_\_ Agency PO # \_\_\_\_\_  
 Agency \_\_\_\_\_  
 Bill To: \_\_\_\_\_ Contractor \_\_\_\_\_  
 Street/Box \_\_\_\_\_  
 City, Zip \_\_\_\_\_

\_\_\_\_\_ Delivery \_\_\_\_\_ Number of Days ARO \_\_\_\_\_  
 Category \_\_\_\_\_ Area \_\_\_\_\_ Brand/Model \_\_\_\_\_

☐ \* Check here to indicate if for PURCHASE ONLY - (Fill out price below.)

FSM MAINTENANCE

MAINTENANCE-( 1st Year Maintenance incl. in purchase price.)  Year 2  Year 3  
 (Indicate if you wish to have maintenance for Year 2 and Year 3 and fill out prices below.)  
 Maintenance on Purchased equipment does **NOT** include supplies.

☐ \* Check here to indicate for RENTAL ONLY - (Fill out price below.)  
 Maintenance is included in rental price, but pricing does NOT include supplies

RENTAL, No. of Years:   
 Rental Period - Year(s)  
 (One or Three Years)

Facsimile Location \_\_\_\_\_  
 \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**RENTAL**

**PURCHASE**

EQUIPMENT AND ACCESSORIES		Purchase Price		MAINTENANCE (first year included)	
Model #, Product Code, Descriptor	Monthly Rental Price			Year 2	
	\$	\$		Year 3	\$
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
<b>Totals</b>					

This order is placed pursuant to the Master Written Contract executed by and between the Contractor and the State of Idaho, Division of Purchasing. By signing below, the agency agrees to the terms and conditions contained therein.

\_\_\_\_\_  
 (Agency Authorized Signature) DATE

**The Agency shall send One (1) complete copy of this Fax Placement Form and Agency Purchase Order (if applicable) to the Division of Purchasing, P O Box 83720, Boise, ID 83720-0075, when issued.**

## **Award Summary – Purchase/Rental of Facsimile Machines**

### **Area A - Rental**

#### Category

- 3 Imagistics International, Inc.
- 4 Imagistics International, Inc.

### **Area A - Purchase**

#### Category

- 1 Imagistics International, Inc.
- 2 Imagistics International, Inc.
- 3 Imagistics International, Inc.
- 4 Imagistics International, Inc.

### **Area B – Rental**

#### Category

- |   |                                |                       |
|---|--------------------------------|-----------------------|
| 3 | Imagistics International, Inc. | IKON Office Solutions |
| 4 | Imagistics International, Inc. | IKON Office Solutions |

### **Area B - Purchase**

#### Category

- |   |                                |         |
|---|--------------------------------|---------|
| 1 | Imagistics International, Inc. | Fishers |
| 2 | Imagistics International, Inc. | Fishers |
| 3 | Imagistics International, Inc. | Fishers |
| 4 | Imagistics International, Inc. | Fishers |

### **Area C – Rental**

#### Category

- 3 Imagistics International, Inc.
- 4 Imagistics International, Inc.

### **Area C - Purchase**

#### Category

- 1 Imagistics International, Inc.
- 2 Imagistics International, Inc.
- 3 Imagistics International, Inc.
- 4 Imagistics International, Inc.

## Contract for Facsimile Machines

**PURPOSE:** Contract(s) for new, new current production plain paper stand-alone, ITU Compatible, Laser or LED facsimile machines for the State of Idaho. Agencies whose needs are not met by this Contract will procure machines through existing purchasing procedures.

**INCORPORATION OF TERMS AND CONDITIONS:** The State of Idaho STANDARD CONTRACT TERMS AND CONDITIONS (trBASECstdContractTrms.pdf) are hereby incorporated by reference into this bid solicitation as if set forth herein in their entirety. The State's STANDARD CONTRACT TERMS AND CONDITIONS are located on the Internet at <http://www2.state.id.us/adm/purchasing>. If you do not have access to the Internet, you may contact the Division of Purchasing at 208-327-7465 to obtain a copy of the State's STANDARD CONTRACT TERMS AND CONDITIONS.

**DEALERS or RESELLERS:** If a Contractor intends for dealers or resellers to fulfill delivery, warranty, and/or maintenance requirements, the Contractor MUST provide to the Idaho Division of Purchasing a letter from each agent/dealer that will provide delivery or service for the machines. The letter is to be an acknowledgment from the dealer/agent that the dealer/agent will supply maintenance for the contract items according to the terms and conditions of the bid and resulting contract. **Letters are to be received at the Idaho Division of Purchasing within ten (10) days of notification of award.** All invoices whether for product or for service / maintenance are to be submitted by the Contractor. Bidders must also designate, **with their bid (see below)**, a representative for each City in the Area or Areas they are bidding. The representative must be authorized to handle billing problems, late deliveries, and respond to complaints or any other problems during term of this Contract.

### ESTIMATED QUANTITIES

As present rentals expire and as previously purchased machines wear out, agencies will replace them as needed by purchasing or renting through the new contract(s).

### DEFINITION OF TERMS:

Automatic Retry:	Machine will automatically call again at intervals of every two to three minutes.
Batch Transmission:	The Ability to scan multiple documents into memory, and hold them in memory until they can be sent at a later time to the same location in one transmission.
Broadcasting:	The ability to transmit the same document to multiple locations.
Delayed Send:	Allows machine to be programmed to transmit a document at a specific time.
Department Codes:	Allows user to choose to assign outgoing transmissions to specific cost centers.
Directory Dialing:	User can scroll through machine's LCD display to view names/numbers then press one key to send the transmission to desired name/number.
Dual Access:	Allows user to scan a document into memory while the machine is transmitting or receiving; the machine will then send when the line becomes free. Allows machine to print from memory while receiving or sending another document. Allows scanning all originals into memory before dialing begins.
Dual Lines:	Machine has two phone line allowing faxes to be sent and received simultaneously.
Engine Speed:	Speed at which machine can print fax pages from memory or printed pages if connected to a PC.
Error Correction Mode (ECM):	Will automatically re-transmit when signals are interfered with by line quality problems.
Group Dialing:	Allows user to assign multiple facsimile numbers to one or two keys so that the same transmission can be sent to all numbers in the group by pressing the one or two keys.
Out of Paper Reception:	Incoming faxes go into memory if machine is out of paper. If machine is out of paper and memory is full it will not answer.

Speed Dialing:	Enables storing of frequently faxed numbers in memory so they can be dialed automatically at the press of one or two keys.
One Touch Speed Dialing:	As above except requires pressing of only one key.
Enhanced Transmission Confirmation Report:	Allows user to print a reduced size image of the first page (or full size image of the top portion of the first page) of every transmission on the confirmation report itself.
Base Rental Cost:	The base rental cost per month for rental of the machine in any category. Includes Preventative Maintenance and Service Maintenance; <u>does not include supplies</u> .
Purchase Price:	The price to any agency for purchase. Includes Preventative Maintenance and Service Maintenance for a one-year period of time after date of installation / acceptance. (NOTE: for purposes of bid evaluation, the State will add one-half the total of the bidder's Required Options prices in order to include the price of the options in the bid evaluation.)
Installation Charge:	Prices bid must include the cost for delivery and installation of the equipment, service or accessory to any State agency. If there is a charge for delivery and/or installation it <u>must be included in the prices bid</u> .
Remote Location:	Remote location shall be defined as any location more than fifty highway (50) miles distance, one way, from the following major Idaho cities: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Coeur d'Alene</span> <span>Boise</span> <span>Pocatello</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Lewiston</span> <span>Twin Falls</span> <span>Idaho Falls</span> </div>
Removal Charge:	Prices bid must include the cost for de-installation and removal of the equipment at the end of the rental. All removal charges <u>must be included in the prices bid</u> .
Manufacturer:	The manufacturer is the <u>brand name</u> clearly listed and labeled on the machine even if the machines are manufactured by other vendors and sold under other names.
New	New means machines that have not been used previously and are being actively marketed by the Contractor. The equipment may contain new, recycled, or recovered parts that have been reprocessed to meet the manufacturer's new equipment standards. This installation must have the State of Idaho as its first customer and must be a new serial number, not previously installed. Machines that have been previously in use in any manner (rentals, demonstrators, trial units, etc.), and machines that have been converted to new models or previous model machines to which additional features have been added are not considered new.
New Current Production:	New current production shall mean: (1) produced by the manufacturer within the last six (6) months prior to the bid opening; (2) has not formally been discontinued; and (3) service and parts must be available for a minimum of five (5) years following installation.
Preventative Maintenance:	Preventative maintenance will be on-site and will be based upon the specific needs of the individual machine as determined by the equipment manufacturer. Preventative maintenance will include lubrication, necessary adjustments and replacement of all parts necessary for operation of the machine. <u>Does not include providing supplies</u> .
Service Maintenance:	Service Maintenance will be on-site and is to include lubrication and cleaning, routine and preventative maintenance, travel, labor, and materials, including replacement of all parts necessary for operation of the machine, etc. Includes options & accessories. <u>Does not include providing supplies</u> .
Start up Kit:	All necessary supplies (excluding paper) necessary for operation of the facsimile machine, including but not limited to, a new complete initial imaging unit (Drum, etc.) and a new complete toner cartridge.
Supplies:	All expendable supplies (toner cartridges, drums, etc.) necessary for operation of the machine, excluding paper and after-hours service). Contractor will provide supplies and services at the point of use.



The following is also offered for clarification, if applicable:

**AUTOMATIC CONTRAST CONTROL:** A control that automatically adjusts the lightness and darkness of images.

**NETWORK READY:** Must be able to connect to a 10/100 ethernet Local Area/Wide Area Network. Must contain the elements (software, hardware, network interface card (Ethernet), drivers and standard cabling) necessary to enable the facsimile to be connected to a network.

All connected machines must be able to support NETWARE 3.X, 4.X, 5.X or greater, WINDOWS 2000 NT4.X, NT5X, and WINDOWS 2000, XP and Server 2003. Supported client personal computers must include WINDOWS 95, 98, 2000, XP and NT. Drivers must be included with each Machine. Contracted vendor must be able to support HP-PCL Level 5 or greater.

**ONE TIME COST FOR NETWORK CONNECTION:** Includes the labor for a technician to perform the activities detailed under the paragraphs "Single-User Set-Up" and "Network Set-Up," see Connectivity Services, below.

## CONNECTIVITY SERVICES

### SINGLE USER SET-UP:

- Includes pre-installation site survey and consultation
- Staging and pre-installation of hardware and confirmation of system functionality
- Installation of driver onto the computer system with a direct (non-network) connection to a single PC workstation using the proper customer supplied cable.
- Load driver software onto the workstation
- Print a standard test page
- Train workstation operator on the operation of the system as a printer.

### NETWORK SET UP

- Includes pre-installation site survey and consultation
- Staging and pre-installation of hardware and confirmation of system functionality
- Verify proper network settings, print queue configuration and set-up
- Install the driver onto the computer system with a connection to the customer's network  
The end user will provide the network cabling with the proper connectors and an active designated network interface port using the standard network cable supplied with the network ready machine. This connection to the network involves the end-user's own Network administrator.
- Load driver software on local office workstations. Provide training to local State Agency support personnel on how to add additional users.
- Print a standard test page.
- Advise network administrator on operation of the system, if requested.

### AGENCY RESPONSIBILITY

- To insure data integrity will not be jeopardized, Contractor personnel will only provide hardware or software installation, configuration and troubleshooting given the following criteria are met:
- End user will provide a complete network backup prior to the start of installation work by Contractor personnel.
- End user will ensure that current virus software has been run on all necessary disc drives and workstations to ensure there are no existing viruses.

### SOFTWARE

All machines must be fully equipped with all necessary software. As long as machine is under rental or on a maintenance contract, all future software upgrades for fixes and minor enhancements must be furnished and installed free of charge. Software upgrades that add new functions may be added at a negotiated cost only with the permission of the agency. **Contractor will inform customer in a timely manner of the availability of patches, fixes and upgrades, etc.**

**PAGES PER MINUTE:** Up to and including the highest number of one-sided letter size (8 ½ x 11) pages produced at the end of a one-minute production cycle not including the first page time.

If a price premium or additional Service Maintenance Monthly Charge is applicable for machines installed in remote locations (i.e., more than 50 miles from one of the six major Idaho cities), it must be listed in the appropriate spot on the bidding schedule.

**MEMORY CAPACITIES:** Memory requirements as given herein as minimum memory requirements are letter size 6% originals. ("ITU Test Chart # 1" or The Slerexe Page -- See the attached example, Page # 33). For these purposes 1 MB of memory will be equal at least 60 pages.

Equipment offered for rental and/or purchase shall be new current production model plain bond paper Laser or LED facsimile machines.

**Agencies may choose to purchase stands for the facsimile machines either from the resulting contracts or elsewhere as they determine to be in their best interest.**

**SILENCE OF SPECIFICATIONS:** The apparent silence of these specifications and supplemental specifications as to any detail, or the apparent omission from them of a detailed description concerning any point shall be regarded as meaning that only best commercial practice is to be used. Any exception to these specifications may be cause for rejection.

The equipment supplied must include the features, characteristics and operational requirements described by the minimum specifications as outlined under each Category line item. Agencies may also choose to add some accessories and/or connectivity requirements to the basic machine. All accessory pricing must be bid so that these items can be added to or subtracted from the machine cost. All prices listed for accessories must include installation, removal and maintenance costs if applicable. There are also "OTHER ACCESSORIES." They are an opportunity to make available features that are not already required or listed or that may be enhancements of existing features. The prices for these "Other Accessories" should also include installation, removal (if applicable) and maintenance costs. The "Other Accessories" will become a part of the contract but their prices will not be a part of the bid evaluation.

### **SPECIAL RENTAL TERMS AND CONDITIONS**

**RENTAL INVOICES:** Rental charges shall be billed on the first day of the month, or on a pro-rated basis from the date of installation to the first day of the following month if installation is not on the first working day of the month. Agencies may be billed quarterly, semi-annually or annually (the option to be determined by the agency) for the base cost only.

**OWNERSHIP:** It is expressly understood and agreed that any rental orders executed under this Contract are contracts of rental only and that the State by these presents acquires no right, title, or interest in or to the equipment described in the rental order, except those of a user.

**INSURANCE:** The State maintains a program of self-insurance; and the equipment will be insured to the same extent as other property of the State. All Public Liability coverage for the State individually shall be secured by State. Upon written request State shall furnish Contractor satisfactory evidence of such insurance coverage or self-insurance, which evidence shall among other things provide that Lessor receive immediate notice of policy cancellation. All such insurance or self-insurance shall protect, as their interests may appear, the Contractor, the State, any other person having an interest in the Equipment, and any person responsible for the use or operation of the Equipment.

**DAMAGE TO RENTED EQUIPMENT:** The State shall be responsible for damage to, or loss of, Contractor's rented equipment (which includes accessories in this provision) caused by the negligence of the State, its employees, officers, or agents while the equipment is in the possession and control of the State. This shall include any damage caused to equipment through the use of supplies or accessories not supplied by the Contractor which do not meet the manufacturer's specifications for use with that equipment. Exception: The State shall not be responsible for replacement of damaged parts if damage occurs because of operation during the existence of a malfunction, such as drum damage because of operation with a paper jam. Machines should be designed not to operate when damage caused by malfunction occurs. Contractor shall be responsible for damage to, or loss of, the equipment caused by the negligence of the Contractor or of the manufacturer and from all other sources.

**UPGRADES or DOWNGRADES OF RENTAL:** All upgrades or downgrades will be to machines identified in the contract as contract items. If it becomes necessary for an agency to upgrade or downgrade to a higher or lower category band because of an increase or decrease in monthly volume and/or a need for additional or fewer features, the upgrade or downgrade may be accomplished as listed below.

NOTE: Agencies may upgrade or downgrade no more than 10% of their existing fleet at the end of each twelve (12) month period commencing with the date of award of the Master Contract. In the case of upgrades/downgrades the agency will pay any negotiated reasonable equipment removal charges associated with the current rental. There will be no additional charge for installation of the new machine and a new rental term will begin for the new machine. The length of the new rental term will be for either a one-year or a three-year period of time (agency's choice at time of upgrade/downgrade).

1. If the higher/lower category machine is to be rented from the **same Contractor** as is the existing machine the Agency will pay negotiated reasonable equipment removal charges associated with the current rental not to exceed an amount equivalent to four (4) months base machine rental cost of the existing machine.
  - 1-a. For **upgrade/downgrade** of one-year rentals the rental period for the higher/lower category machine will equal the remaining period of the original rental at time of installation of the higher/lower category machine, or one (1) year, whichever is longer.
  - 1-b. For **upgrade/downgrade** of three (3) year rentals the rental period for the higher/lower category machine will equal the remaining period of the original rental at time of installation of the upgrade/downgrade or three (3) years, whichever is longer.
2. If the higher/lower category machine is to be rented from a **different Contractor** than is the existing machine, the Agency may terminate the existing rental at any time and must pay the Contractor from whom they are renting the existing machine **rental termination charges as follows:**
  - 2-a. In the case of a 12 month rental canceled prior to the end of the 12 month rental period the agency will pay no rental termination charges but is liable for the entire 12 months Base Monthly Rental Cost.
  - 2-b. In the case of a 36-month rental canceled after the first 12 months and prior to the 36th month the agency would incur rental termination charges no greater than 4 times the Base Monthly Rental Cost.
  - 2-c. In the case of a 36-month rental canceled prior to 1 year the agency would incur rental termination charges as follows: (16 months minus the number of months the machine was in service) x Base Monthly Rental Charge. The rental term for the new machine acquired, as the result of an upgrade/downgrade action may be either one (1) year or three (3) years.

**TERMINATION OF RENTALS:** Unless as otherwise agreed by both parties, or, except for upgrades or downgrades per # 2 above, the State may terminate rentals only for lack of funding or for specification non-compliance.

**PAYMENTS – PURCHASING CARD:** Payments for rental and/or purchases under this Contract may be made by state agencies using the State of Idaho's MasterCard Purchasing Card (Pcard). The Contractor agrees to accept Pcard payments without any additions or surcharges.

**EQUIPMENT WARRANTY / MAINTENANCE:** The Contractor warrants that all equipment included in the bid when installed will be new and current production and in good working order and the Contractor will make all necessary adjustments, repairs and replacements to correct any defects found upon installation without additional charge.

**Installation must include all necessary operating supplies (except paper) sufficient for a minimum of one (1) month of operation at the category's typical maximum volume level given as estimates in the bid schedules herein. Initial installation of any machine must include, at no additional charge, at least TWO (2) TONER CARTRIDGES BOTH OF WHICH must be the manufacturer's STANDARD REPLACEMENT TONER CARTRIDGES as identified in the bid/price schedule below.**

#### **A. RENTAL**

The maintenance of rented machines shall include preventative maintenance, lubrication and cleaning as necessary and shall be at the expense of the Contractor. The Contractor shall make all necessary repairs and adjustments of the equipment, including the replacement of parts and the substitution of equipment if necessary, without additional charge and will keep the equipment in good working condition in accordance with the manufacturer's standards and specifications.

Rental must include maintenance by a factory authorized service organization that is adequately staffed with factory-trained technicians capable of maintaining and repairing the equipment. Response to service calls shall be within a four (4) working hour period, except in **remote** areas for which a nine (9) working hour response time will be acceptable, (Monday through Friday, 8:00 A.M. to 5:00 P.M.). Response to a service call shall mean having a factory trained service technician capable of diagnosing and repairing the problems at the agency's location. **If a price premium or additional maintenance charge is applicable for machines installed in remote locations**

(i.e., more than 50 miles from one of the six major Idaho cities), it must be listed in the appropriate spot on the bidding schedule.

Machines shall have a guaranteed up time of 95% (working hours) during each calendar month, except in **remote** locations for which machine shall have a guaranteed up-time of 85% (working hours) during each calendar month.

The 95% or 85% requirement will be computed as follows:

$$[(\text{Number of available State working days per month}) \times 8] \times 90\% \text{ or } 85\% = \text{Minimum hours available for use.}$$

Downtime is considered to begin upon notification to the Contractor that service is required and ends upon satisfactory restoration of the machine to full working order. It is the responsibility of the Contractor to verify the operability of each machine after repair by obtaining the signature of the key operator with the date and time recorded in a Service Log. This service log shall also list the "cause of breakdown".

1. If a machine does not meet this 95% or 85% requirement during a month, invoices shall be reduced by one-thirtieth (1/30) of the monthly charge for each day (or combination of down-time that results in eight hours of down-time being accumulated) which the machine is inoperable unless a back-up machine has been installed.
2. If a machine cannot be repaired within two consecutive working days, Contractor shall be required, if requested, to supply a like-for-like loaner, or an equitable pro-rata credit until the repair is completed.
3. If the machine fails to meet the 95% or 85% for two consecutive months, the State may require the Contractor to do a like-for-like replacement of the machine. If the replacement machine fails to meet the 95% or 85% up time requirement for two consecutive months, the balance of the rental may be canceled by the State without penalty or cost to the State.
4. If more than 10% of the rented machines of a given model fail to meet the 95% or 85% up-time requirement, the State may cancel the machine model from the Contract.

A service log will be included with each machine and must be maintained by the Contractor. The Contractor will fill in the dates and "cause of breakdown". This service log is to be kept in or with the machine.

Should the state determine the cause of the service call to be an operator error or misuse by the State, "downtime" will not be a factor in determining satisfactory machine performance. The Contractor shall be responsible for the loss or damage to the equipment except in cases of deliberate, misuse or abuse by State personnel.

## **B. PURCHASE:**

The Contractor shall fully warranty all items furnished hereunder against defects in materials and workmanship for a minimum period of **ONE (1) YEAR** from date the equipment is accepted by the purchaser. Should any defects in workmanship or materials, except ordinary wear and tear, appear during the warranty period, the Contractor shall repair or replace such items and extend the warranty period for these parts. The warranty shall cover material, labor, and transportation charges, if any. Warranties submitted with the bid, either appearing separately or included in preprinted literature or price lists may be included, but in the event of conflicts the provisions herein take precedence.

**Service Maintenance Contracts if purchased at time of initial order or any time before the end of the first year after date of installation/acceptance will commence after one (1) year from date of installation/acceptance of the machine.**

Contractor shall make all necessary repair and adjustments of the equipment, including the replacement of parts and the substitution of equipment if necessary, without additional charge and will keep the equipment in good working condition in accordance with the manufacturer's standards and specifications. Maintenance services shall also include but not be limited to lubrication and cleaning as necessary and preventative maintenance at intervals recommended by the manufacturer. Service Maintenance must include maintenance by a factory authorized service organization, which is adequately staffed with factory-trained technicians capable of maintaining and repairing the equipment. Response to service calls shall be within a four (4) working hour period, except in **remote** areas for which nine (9) working hour response time will be acceptable (Monday through Friday, 8:00 A.M. to 5:00 P.M.). Response to a service call shall mean having a factory trained service technician capable of diagnosing and repairing the problems at the agency's location.

The Contractor will provide and maintain a service log for each machine. The Contractor will fill in the dates and "cause of breakdown" at every service call. This service log is to be kept with the machine.

Services not included in the Service Maintenance are repairs resulting from causes other than normal use and/or deliberate misuse or abuse by State personnel.

Service Maintenance prices following the initial three-year period may not increase more than 5 percent per year. Vendor must guarantee the ability to maintain this equipment in all aspects for a minimum of five years. After that five-year maintenance price protection expires, maintenance prices may not exceed published general services administration (GSA) prices or the Contractor's best published price.

If a price premium or additional Service Maintenance Monthly Charge is applicable for machines installed in remote locations (i.e., more than 50 miles from one of the six major Idaho cities), it must be listed in the appropriate spot on the bidding schedule.

#### OTHER REQUIREMENTS:

All machines must be capable of being connected for a single user setup.

**All machines in both purchase and rental categories must be capable of being made Network Ready. The applicable bidding schedules include a place for bidder to insert pricing for this Accessory.** Different models from the same manufacturer may be offered for each pricing option, if so the bidder shall include all relevant information for both models (including any alternate Required Accessories pricing and/or Other Accessories pricing).

If the bidder offers a different model for each base price option (i.e., Network Ready and Not Network Ready) and an agency initially orders a Not Network Ready model and subsequently wants to convert it to a machine that is Network Ready and connect it to the agency's network, the bidder will be required to provide and install the alternate Network Ready equipment and remove the Not Ready machine. The agency's pricing for this change will only be the difference in price between the two base prices plus the "Network Connection actions only" Required Accessories option price plus a "reasonable" additional delivery and set-up charge not to exceed \$300.00.

Not Network Ready means the unit does not have to contain any of the elements (software, hardware, network interface card, drivers and standard cabling) necessary to enable the facsimile to be connected to a network. This option also does NOT include installation/connection labor or activities to actually connect to the network. In summary, under this option, the only function the machine must perform is its normal facsimile function.

For connectivity to the agency's network not ordered at the time of initial placement, ordering entities will be required to pay any reasonable additional delivery and set-up charges in addition to the one-time connectivity cost (as detailed by the bidder on the bidding schedule) or the appropriate monthly rental rate (one year or three year) adjusted for the remaining time left in the rental contract. For example, assume a three-year rental network ready facsimile is to be connected on the thirteenth month after initial delivery and installation. If the price for connection to the network is \$15 per month for a three-year rental, the total of the three year network connection cost would be totaled and divided by the number of months remaining in the facsimile rental. In this case, \$15/mo times 36 months equal \$540. Dividing \$540 by 23 (36 months minus 13 months) equals \$23.48. The agency would pay \$23.48 per month for the remaining 23 months of the rental for the network connection capability plus any one-time reasonable additional delivery and set-up charges. If network connections are ordered after installation of purchased facsimiles, charges will include the one-time network connection charge plus any reasonable additional delivery and set-up charges.

## SPECIAL CONTRACT TERMS AND CONDITIONS

**TIME PERIOD:** The Master Contract(s) will be effective for a three (3) year period commencing on date of award) and expiring three (3) years after date of commencement. All one-year rentals issued under a Master Contract, following delivery and acceptance of equipment, will expire after either twelve (12) months (or twenty-four (24) months if renewed and original rental period began before the twenty-fourth (24) month of the Master Contract). All three-year rentals issued under a Master Contract will expire after a fixed thirty-six (36) months. The State specifically reserves the right to terminate this Master Contract (but none of the underlying rentals) without cause after eighteen (18) months upon ninety (90) days prior written notice to the Contractor.

**TRANSITION PERIOD:** In the event a replacement contract is not established before expiration of this contract or upon termination by the State, it is the responsibility of the Contractor to continue the contract under the same terms and conditions until a new contract is in place. At no time shall this transition period be more than ninety (90) days beyond the original expiration date of the contract

**RENEWAL:** There will be no renewals of this master Contract. The terms of the master Contract will prevail on all transactions that take place after the initial date of this Contract. Upon mutual agreement the State and the Contractor may agree to renew any one (1) year rental agreement executed before the twenty-fourth (24) month of this master Contract for an additional one (1) year period at the same terms, conditions, and pricing.

**BETTER BUYS FOR BUSINESS,** 370 Technology Drive, Malvern, PA, 19355: The State reserves the right to use the most recent edition, available at the time of the Bid Opening, of this company's publication, *The Laser Fax Guide*, to verify any specifications or to answer any other questions If conflicting information is received. The State also reserves the right to verify information with other published sources as deemed necessary.

**ELECTRONIC ORDERING:** In cases where electronic ordering occurs, the Contractor will include contract items ordered in the required quarterly usage reports. The State Agency will also complete the Facsimile Contract Order Form or its electronic equivalent and provide a copy of the completed form to the Division of Purchasing at time of order. The procurement of facsimile equipment/supplies in a cost-effective manner requires the establishment of fair and equitable prices for hardware, current information regarding availability and delivery, and a strong vendor-customer relationship. Contractors are encouraged to provide up-to-date on-line catalogs, electronic ordering and electronic status checking and other tools that enhance the planning and product procurement process for acquisition of facsimile technology. The State desires to use electronic methods to the greatest extent possible for acquisition of products and services. At a minimum the Contractor shall have available or maintain an Internet Web Site with links to product information capabilities and specifications

**DEALERS or RESELLERS:** If a Contractor intends for dealers or resellers to fulfill delivery, warranty, and/or maintenance requirements, the Contractor MUST provide to the Idaho Division of Purchasing a letter from each agent/dealer that will provide delivery or service for the machines. The letter is to be an acknowledgment from the dealer/agent that the dealer/agent will supply maintenance for the contract items according to the terms and conditions of the bid and resulting contract. **Letters are to be received at the Idaho Division of Purchasing within ten (10) days of notification of award.** All invoices whether for product or for service / maintenance are to be submitted by the Contractor. Contractor's representative [designated below] must be authorized to handle billing problems, late deliveries, and respond to complaints or any other problems during term of this Contract.

**ORDER FORM:** State of Idaho State Agencies will use the State of Idaho's Facsimile Contract Order Form to place orders for the machines. The State of Idaho Order Form will serve as a Release or Delivery Order against the Master Contract and will constitute a legal binding contract between the Contractor and the State. The ordering agency must provide a copy of the agency-issued Facsimile Contract Order Form to the Division of Purchasing. Agencies **ARE NOT TO SIGN OR USE** Contractor provided order placement forms or other similar documents. The Division of Purchasing will not place orders for State Agencies and will not forward copies of order forms to the Contractor.

Contractor shall be responsible for all orders placed against the contract. If the Contractor authorizes dealers to receive orders, the Contractor shall remain responsible for the orders and will be responsible for the performance of the dealers.

**MINIMUM ORDER:** The minimum order is one machine. **Accessories and optional items must be ordered at the same time as the machine is ordered** or additional delivery and set-up charges may be incurred.

Toner cartridges & drums will be ordered as needed from the Contractor by State Agencies. **The minimum order quantity is One (1) each Toner Cartridge or Drum.** All toner cartridges & drums or other expendable supplies not otherwise required at the time of original installation are to be delivered within **ten (10) days** after receipt by the Contractor of the order or within the time stated in the Contractor's bid, whichever is less.

**FAILURE TO DELIVER:** Contractor shall deliver and install machines awarded in this Contract in accordance with all of the terms and conditions herein. Failure to do so may be cause for the termination of the Contract.

**LATE DELIVERY:** Contractor shall complete delivery and installation of machines, accessories and supplies required at time of initial installation within thirty (30) Calendar days ARO (After Receipt of Order) or within the time specified in Contractor's bid, whichever is less. Contractor shall notify the State agency within seven (7) days of receipt of order if delivery cannot be completed as required. Upon receipt of such notice, the State reserves the right to cancel the order and make the purchase or rental elsewhere. If the Contractor fails to deliver the equipment or service as ordered by the State, the Contractor will credit the State with a day of service (rental or maintenance) for each day beyond the initial delivery date that actual delivery occurs. Repeated failure to meet specified delivery requirements may result in Contract termination.

**TRAINING:** The Contractor will provide instructional materials and personnel for the training and/or retraining of users of this equipment, at no additional cost to the agency. After installation, but prior to actual operation, a key operator and back-up operator must be trained for each location. These agency personnel will be trained to efficiently use and operate the equipment. The training is to be done on-site at the placement locations. Key operator training shall be provided as needed, not to exceed two (2) times per year per delivery address. A user's manual shall be delivered at time of initial training. Failure to comply with this requirement shall be considered a default of the Contract.

**INVOICING:** DO NOT INVOICE THE STATE DIVISION OF PURCHASING. **Contractor will invoice the ordering agency.** All invoices must list Contract number, manufacturer, model number, serial number, installation location, period covered by the invoice, dates, and base cost plus accessory charges (if applicable). Invoices shall be pro-rated for downtime. ALL INVOICES are to be sent directly to the ORDERING AGENCY ONLY. Submission of invoices, whether for product or for service/maintenance is the responsibility of the Contractor. Where authorized by the Contractor and approved by the Division of Purchasing, the Contractor's Dealer Representative/Service Provider may submit invoices for products or services and may handle orders, sales, etc. The authorized Dealer Representative/Service Provider must report all orders, sales, etc. to the Contractor to allow the Contractor provide the quarterly Usage Reports and Administrative Fees to the State in a timely manner as required. The Contractor is responsible for submission of usage reports and administrative fees.

**DECALS:** Machines must have a decal or other label indicating the name, address, and telephone number of the service agent. Contractor shall keep the information current. In the event of a service center changing operation location and/or name of service agency and/or phone number, the Contractor must notify the Division of Purchasing within two days of the change. Additionally the Contractor shall be responsible for changing the decal or other label promptly.

**TRANSFER:** The State shall have the right to transfer machines within an agency and from one agency to another agency, within the same city, without loss of earned contract time if there have been changes in usage from that projected initially, (either over or under utilization) adversely affecting machine performance or result in an excessive cost to the agency. It will be the state agency's responsibility to find a transfer location. If such a transfer requires movement of the equipment by the Contractor, the Contractor may assess reasonable charges for such activities. The cost of transfer will be paid by the State.

## **INSURANCE**

- A. NOTE: The State reserves the right not to issue a contract to an apparent successful bidder until after the State of Idaho, Division of Purchasing receives from that bidder Certificates of Insurance as follows: For the duration of the Contract and until all work specified in the Contract is completed, the Contractor shall maintain in effect all insurance as required herein and comply with all limits, terms and conditions stipulated therein. Within ten (10) days after receipt of request, the Contractor will provide certificate(s) of the insurance for the coverage required by the State as specified below. There will not be provisions for exceptions to this requirement. Failure to provide the certificates of insurance within the ten (10) day period may, at the State's discretion, result in cancellation of the Contract. Evidence of such insurance shall consist of a completed copy of the certificate of insurance signed by the insurance agent for the Contractor and returned to the State. If for any reason, any material change occurs in the coverage during the course of this Contract, such change will not become effective until 30 days after the State has received written notice of such change. The amount of such insurance shall be not less than:

- (1) Worker's Compensation Insurance in amounts as required by statute.

- (2) Automobile Liability including non-owned and hired: \$500,000.00  
(3) Commercial General Liability or Comprehensive General Liability Insurance including Contractual Liability: \$500,000.00

B. The certificate must contain a provision that, should any of the above described policies be canceled before the expiration date thereof, the issuing company will endeavor to mail 10 days written notice to the State, by certified or registered mail, receipt requested. Such notice will be sent to the State of Idaho, Division of Purchasing, Attn: STW Facsimile Contract, 5569 Kendall St., Boise, ID 83720.

DEMONSTRATIONS OF EQUIPMENT: Contractors are not obligated under the terms of this Contract to provide on-site demonstrations of equipment for State agency review or evaluation. Such demonstrations should be conducted at either the Contractor's location if equipment is available or at another State location with the permission of the applicable State agency.

MAINTENANCE ASSIGNMENT: A Contractor may not assign maintenance to any other party without written approval from the State Agency. If maintenance is assigned the Contractor will still bear all liability for maintenance, contract performance compliance, reporting and other contract terms and conditions.

ADDITIONS TO THE CONTRACT: During the term of the Contract, new items may be added. The following contract modification procedure and criteria will be followed.

1. Contractors will not add new items or replace existing contract items except when the Manufacturer discontinues a contract item or unless the replacement machine offers enhanced features. No more than **two (2)** replacements **per Category** will be allowed over the life of the Contract.
2. In the case of any replacement the machine Base Rental Cost or Purchase Price may not increase more than a maximum of 5%. No price increase will be allowed on replacements installed before the first anniversary of the Contract.
3. The replacement machines will only be added if the Administrator of the Division of Purchasing determines they meet the intent of the bid and are in the best interest of the State.

RECORDS MAINTENANCE: The Contractor shall maintain or supervise the maintenance of all records necessary to properly account for all payments made to the Contractor for the costs authorized by this Contract. These records shall be retained by the Contractor for at least three (3) years after the Contract terminates, or until all audits initiated within the three (3) years have been completed, whichever is later.

AUDIT RIGHTS: The Contractor agrees to allow State and Federal auditors and State agency staff access to all the records relating to this Contract, for audit, inspection, and monitoring of services or performance. Such access will be during normal business hours or by appointment.

#### ADMINISTRATIVE FEE:

The Contract Administrative Fee is one and one-quarter percent (1.25%) and having been **INCLUDED IN THE BIDDER'S SUBMITTED PRICING as required above (see Administrative Fee, Page # 2) will be included in the resulting CONTRACT PRICING.**

The contract prices to be paid by the State Agencies (including Political Subdivisions) for machine rental, machine purchase and monthly service maintenance for purchased machines shall include a contract usage administrative fee of one and one-quarter percent (1.25%). The percentage shall represent the State's contract usage administrative fee. No less than quarterly, the Contractor shall remit to the State through its Division of Purchasing, an amount equal to the one and one-quarter percent (1.25%) of the Contractor's net (sales minus credits) quarterly Contract purchases, full service monthly maintenance charges (purchased machines only), and/or rental revenue.

Supplies and maintenance costs other than the fixed monthly service maintenance costs are excluded from the requirement for submission of an administrative fee. The administrative fee shall not be included in the bidder's/contractor's price for supplies. The contract prices for supplies and any additional maintenance costs other than the fixed monthly service maintenance costs will not include the administrative fee.

RECORDS/REPORTS: To assist the State in its planning, quality control, and determination of contract usage, Contractor shall maintain and furnish the State with the following records:



Contractor is required to establish a relational database or other sales tracking system from which to produce regular (quarterly) reports to the State. For each purchase or rental transaction, the Contractor will be able to report at least the following information:

- Agency Name
- Agency Purchase Order Number
- Date ordered and date installed
- Installation address and acceptance date
- Rental commencement date and rental period
- Model Number and Serial Number
- Purchase Price or Rental Charge
- Item's Contract Category

The Contractor shall provide promptly, prior to the last day of the month following the end of a calendar quarter, to the Division of Purchasing, a detailed summary report of all products that were purchased and/or rented by customers during the previous quarter. The State's administrative fee shall be due at the same time. The Contractor shall provide, upon request, summary reports of the following:

- A summary of items purchased or rented.
- A breakdown, by State agency and by unit of local government, (i.e., county, school district), of the items purchased or rented.
- A report of backordered products.
- A summary of delivery time (from Contractor's receipt time of customer's order placement to the time of shipment to customer).
- Custom reports that may be requested from time to time by the Division of Purchasing.

The State and Contractor will mutually agree upon the report format.

The State reserves the right to cancel any contract after giving the Contractor forty-five (45) days prior written notice of non-compliance in any case where the required quarterly report or administrative fee is not received prior to the last day of the month following the end of a calendar quarter for which the report or fee is due.

**PAYMENTS – PURCHASING CARD:** Payments for rental and/or purchases under this Contract may be made by state agencies using the State of Idaho's MasterCard Purchasing Card (Pcard). The Contractor agrees to accept Pcard payments without any additions or surcharges.

**Contractor Name:** Imagistics International, Inc.

- 1) **Prepayment Billing:** At the option of the agency, Bidder may provide for pre-payment of fixed monthly costs. Is there a discount for prepayment of fixed monthly costs?

**NO**

- 2) **Combined Billing:** At the option of a State Agency, Contractor may combine billing for all of that particular agency's machines. If so, all that agency's machines (including additions during the billing cycle) are to be itemized on the same billing. Can you provide Agency Combined Billing:

**YES**

**Combined billing is done internally via software – transparent to agencies.**

- 3) **Billing for Rental Charges, Service Maintenance Charges:** The Contractor is required to bill monthly or as otherwise agreed by both parties.

- 4) **Earliest Date for Delivery of Supplies:** **5 DAYS** ARO (After Receipt of Order)

**PUBLIC AGENCY CLAUSE:** Contract prices shall be extended to other "Public Agencies" as defined in Section #67-2327 of the Idaho Code, which reads: "Public Agency" means any city or political subdivision of this state, including, but not limited to counties; school districts; highway districts; port authorities; instrumentalities of counties; cities or any political subdivision created under the laws of the State of Idaho. It will be the responsibility of the Public Agency to independently contract with the vendor and/or comply with any other applicable provisions of Idaho Code governing public contracts.

Will you honor this Public Agency Clause? **YES**

## **BIDDER INFORMATION**

NAME of COMPANY Imagistics International, Inc.

Dealer Representative/Service Provider for each Major Idaho City Area.

**Imagistics International, Inc. provides direct sales and service nationwide. Rather than using local dealers to sell our products, Imagistics uses our own sales force. As a nationwide direct sales and service organization, we can provide comprehensive state-wide service and 24 hour technical support.**

With exception of service your single point of contact will be:

Karen Walton

Imagistics International Inc., 2810 South Orchard, Boise, ID 83705

[Karen.Walton@imagistics.com](mailto:Karen.Walton@imagistics.com)

Phone: 801-431-0374 Fax: 801-431-0348

**On-site service to the State regions will be provided as indicated below:**

### **Area A: COEUR D'ALENE**

Name: Imagistics International, Inc.

Address: 1427 North 4<sup>th</sup> Street, Coeur d'Alene, ID 83814

E-mail: NDC@ imagistics.com

Telephone 800-243-5556 Facsimile: 801-431-0348

### **Area A: LEWISTON**

Name: Imagistics International, Inc.

Address: 1208 Idaho Street, Lewiston, ID 83501

E-mail: NDC@ imagistics.com

Telephone 800-243-5556 Facsimile: 801-431-0348

### **Area B: BOISE**

Name: Imagistics International, Inc.

Address: 2810 Orchard Street, Boise, ID 83705

E-mail: Gabrielle.vandekop@imagistics.com

Telephone 208-343-0504 Facsimile: 208-343-8288

### **AREA B: TWIN FALLS**

Name: Imagistics Certified Service Provider

Address: Salt Lake City, UT

E-mail: NDC@ imagistics.com

Telephone 800-243-5566 Facsimile: 801-431-0348

### **AREA C: POCATELLO**

Name: Imagistics Certified Service Provider

Address: Salt Lake City, UT

E-mail: NDC@ imagistics.com

Telephone 800-243-5566 Facsimile: 801-431-0348

### **Area C: IDAHO FALLS**

Name: Imagistics Certified Service Provider

Address: Salt Lake City, UT

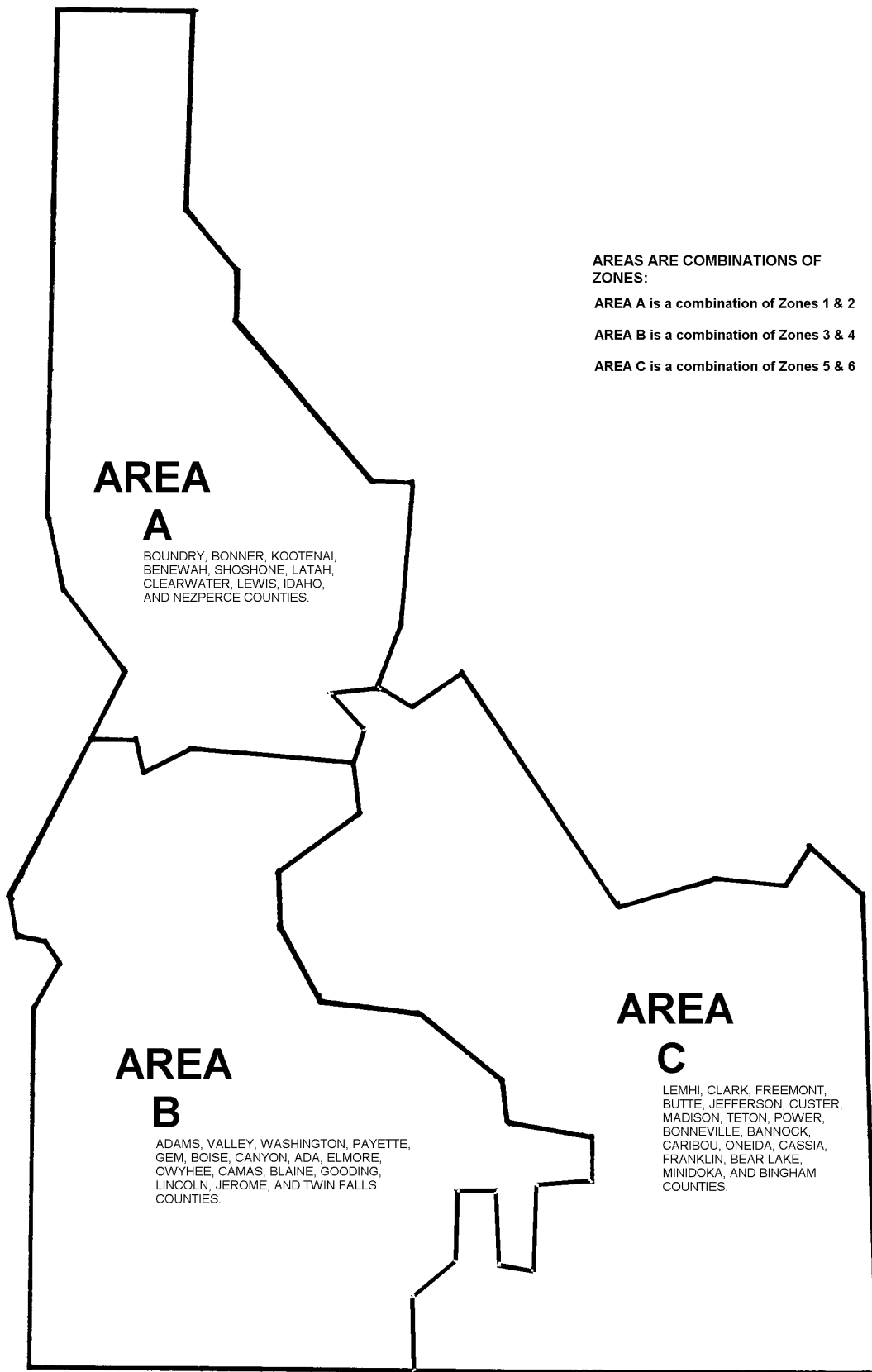
E-mail: NDC@ imagistics.com

Telephone 800-243-5556 Facsimile: 801-431-0348

## GENERAL REQUIRED FEATURES, Facsimile Machines:

Unless otherwise modified by the SPECIAL REQUIRED FEATURES listed on the applicable Category Bidding Schedule, **all machines must have the following minimum General Required Features, Functions and Capabilities** and must include all Accessories and features that are the manufacturer's standard equipment on the machine being offered. These are minimum features only. The machines offered may exceed many of these specifications and may have other features and functions that are not listed here.

1. Ability to work on a public switched telephone network.
2. Transmit Terminal Identification capability.
3. Remote Terminal Identification capability.
4. Automatic step-down/fallback for modem speed.
5. Automatic Retry.
6. Allow on-site adjustment by user for the number of re-tries and the interval between retries.
7. Out of paper reception.
8. Must number the pages of received documents.
9. Must use standard MH, MR and MMR data compressing coding.
10. Automatic Document Feeder (ADF) with minimum 8.5-inch document throat and minimum 8.2-inch document scan width.
11. Minimum 8.0 inch recording width.
12. Quick dial (one touch) and speed dial capability.
13. Printable transaction/confirmation report.
14. \* Automatic legal to letter size reduction for incoming transmissions so that if 8.5 x 14 recording paper is not available the machine will automatically reduce the received image onto one page or print onto two pieces of letter size paper without loss of data.
15. Ability to transmit from any generic cut sheet 20# plain paper (new or recycled).
16. Ability to print data received onto any generic cut sheet 20# plain paper (new or recycled).
17. Machine must be FCC approved and have approval seal stamped on the machine.
18. Unit shall operate from a dialed network with termination from RJ11C phone jack. The State will supply and be responsible for the line and jack.
19. Must have on-site factory authorized service available.
20. Must have an internal or external **ELECTRICAL SURGE SUPPRESSOR**.
21. Must have ECM (Error Correction Mode).
22. Must be compatible with CCITT Group 3 image quality settings:
  - a. Standard: 100 Horizontal DPI x 200 Vertical DPI (+/- 5%)
  - b. Fine: 200 Horizontal DPI x 200 Vertical DPI (+/- 5%)
  - c. Superfine 400 Horizontal DPI x 200 Vertical DPI (+/- 5%)
  - d. Photo: Universal 16 level halftone levels of gray.
23. Must support a minimum 64 Grayscale.
24. Must allow reception into memory while out of paper.
25. Must allow user to replace toner cartridges and/or drum.
26. Must allow user to select enhanced transmission confirmation report.
27. Must be capable of polling or being polled with a free or specific user code.
28. Must have ability to scan into memory while printing or receiving.
29. Dual Access
30. Machines must have either Flash (Non-Volatile) or Battery memory back-up for documents in memory. (Cat. 1 & 2 minimum ~~6 hrs.~~ **one (1) hour**; Categories ~~2 & 3~~ **3 & 4**: minimum 12 hrs. backup).
31. Software: All machines must be fully equipped with all necessary software. As long as a machine is under rental or on a maintenance contract, all future software upgrades for fixes and minor enhancements must be furnished and installed free of charge. Software upgrades that add new functions may be added at a negotiated cost only with the permission of the agency.
32. Electrical Specifications / Requirements: Each machine shall be equipped with an OSHA approved three-wire cord and ground conductor plug (3 prong) and an external **ELECTRIC SURGE PROTECTOR** and/or an internal **ELECTRIC SURGE PROTECTOR**. Each machine shall be properly grounded at time of and as a part of installation. **Special installation costs such as changing faceplates, dedicated lines or higher voltage requirements over 110/115 Volt - 15/20 AMP service will be borne by the Contractor.**
31. **UL APPROVAL**: Equipment must have an Underwriters Laboratory (or equivalent) approval number at date of bid opening. Approval seal must be affixed on each machine.



# THE SLEREXE COMPANY LIMITED

SAPORS LANE - BOOLE - DORSET - BH 25 8 ER

TELEPHONE BOOLE (945 13) 51617 - TELEX 123456

Our Ref. 350/PJC/EAC

18<sup>th</sup> January, 1972

Dr. P.N. Cundall,  
Mining Surveys Ltd.,  
Holroyd Road,  
Reading,  
Berks.

Dear Pete,

Permit me to introduce you to the facility of facsimile transmission.

In facsimile a photocell is caused to perform a raster scan over the subject copy. The variations of print density on the document cause the photocell to generate an analogous electrical video signal. This signal is used to modulate a carrier, which is transmitted to a remote destination over a radio or cable communications link.

At the remote terminal, demodulation reconstructs the video signal, which is used to modulate the density of print produced by a printing device. This device is scanning in a raster scan synchronised with that at the transmitting terminal. As a result, a facsimile copy of the subject document is produced.

Probably you have uses for this facility in your organisation.

Yours sincerely,

**Phil**

P. J. Cross  
Group Leader - Facsimile Research

QUALITY CONTROL

MODEL # \_\_\_\_\_

RESOLUTION \_\_\_\_\_

The machine bid for this category MUST ALSO include the applicable **General Required Features** listed above on Page # 19 except as modified or superseded by the **Special Required Features** listed below.

1. Modem Speed (Kbps)	Minimum of 33.6	Speed: <u>33.6</u>
2. One-touch Dial	15 or More	Describe: <u>32</u>
3. Speed Dial	20 or More	Describe: <u>100</u>
4. Automatic Document Feeder	Minimum 10 Pages	Capacity: <u>50</u>
5. Memory	Minimum 1 MB (60 Pages)	Describe: <u>8 MB</u>
6. Recording paper, size	8.5 x 11	Describe: <u>8.5 x 14, 8.5 x 14</u>
7. Standard paper tray, Capacity	Minimum 50 Sheets	Capacity: <u>250</u>
	2 <sup>nd</sup> Tray (NOT REQUIRED)	Capacity (If included): <u>250</u>
8. Reception	Auto/Manual	Describe: <u>Yes</u>
9. Printing Method	Laser or LED	Describe: <u>Laser</u>
10. Broadcasting	(NOT REQUIRED)	# Destinations (If included): <u>182</u>
11. Engine speed	Minimum 6 ppm	Speed: <u>15ppm</u>
12. Minimum <del>20</del> sixteen (16) Characters LCD Display		# Characters: <u>32</u>

BIDDER: Imagistics International Inc.

BRAND / MODEL: Imagistics / 2500 MFP

Circle AREAS Bidding (See Attached Area Map): **A Yes B Yes C Yes**

**NOTE:** If Bidder's offer differs by AREA, Bidder must make a copy of this form to complete & return for each AREA where prices or items are different.

1. DELIVERY: 10 days ARO (After Receipt of Order) WARRANTY PERIOD: 90
2. Purchase Price: \$ 620.00 (Purchase price must INCLUDE First Year Service Maintenance.)
3. Service Maintenance - (Does not include supplies)

	Under 50 Miles	50-100 Miles	Over 100 Miles
Second Year	\$ <u>17.00</u> /Mo.	\$ <u>21.00</u> /Mo.	\$ <u>30.00</u> /Mo.
Third Year	\$ <u>17.00</u> /Mo.	\$ <u>21.00</u> /Mo.	\$ <u>30.00</u> /Mo.

4. Cost of Supplies, FOB Destination - **All expendable supplies must be identified & priced.**

3-a	Toner Cartridge:	\$ <u>58.00</u> / Each	Yield: <u>10,000</u>
3-b	Replacement Drum:	\$ <u>107.00</u> / Each	Yield: <u>20,000</u>
3-c	Other:	\$ <u>n/a</u> / Each	Yield: <u>n/a</u>

Description: \_\_\_\_\_

(Category 1 - Continued on next page.)

The machine bid for this category MUST ALSO include the applicable **General Required Features** listed above on Page # 19 except as modified or superseded by the **Special Required Features** listed below.

1. Modem Speed (Kbps)	Minimum of 33.6	Speed: <u>33.6</u>
2. One-touch Dial	15 or More	Describe: <u>32</u>
3. Speed Dial	20 or More	Describe: <u>100</u>
4. Automatic Document Feeder	Minimum 10 Pages	Capacity: <u>50</u>
5. Memory	Minimum 1 MB (60 Pages)	Describe: <u>8 MB</u>
6. Recording paper, size	8.5 x 11	Describe: <u>8.5 x 14, 8.5 x 14</u>
7. Standard paper tray, Capacity	Minimum 50 Sheets	Capacity: <u>250</u>
	2 <sup>nd</sup> Tray (NOT REQUIRED)	Capacity (If included): <u>250</u>
8. Reception	Auto/Manual	Describe: <u>Yes</u>
9. Printing Method	Laser or LED	Describe: <u>Laser</u>
10. Broadcasting	(NOT REQUIRED)	# Destinations (If included): <u>182</u>
11. Engine speed	Minimum 6 ppm	Speed: <u>15ppm</u>
12. Minimum <del>20</del> sixteen (16) Characters LCD Display		# Characters: <u>32</u>

BIDDER: Imagistics International Inc.

BRAND / MODEL: Imagistics / 2500 MFP

Circle AREAS Bidding (See Attached Area Map): **A Yes B Yes C Yes**

**NOTE:** If Bidder's offer differs by AREA, Bidder must make a copy of this form to complete & return for each AREA where prices or items are different.

1. **DELIVERY:** 10 days ARO (After Receipt of Order)      **WARRANTY PERIOD:** 90
2. **Purchase Price:**      \$ 620.00 (Purchase price must INCLUDE First Year Service Maintenance.)
3. **Service Maintenance - (Does not include supplies)**

	<b>Under 50 Miles</b>	<b>50-100 Miles</b>	<b>Over 100 Miles</b>
Second Year	\$ <u>17.00</u> /Mo.	\$ <u>21.00</u> /Mo.	\$ <u>30.00</u> /Mo.
Third Year	\$ <u>17.00</u> /Mo.	\$ <u>21.00</u> /Mo.	\$ <u>30.00</u> /Mo.

4. **Cost of Supplies, FOB Destination - All expendable supplies must be identified & priced.**

3-a	Toner Cartridge:	\$ <u>58.00</u> / Each	Yield: <u>10,000</u>
3-b	Replacement Drum:	\$ <u>107.00</u> / Each	Yield: <u>20,000</u>
3-c	Other:	\$ <u>n/a</u> / Each	Yield: <u>n/a</u>

Description: \_\_\_\_\_

(Category 1 - Continued on next page.)



BIDDER: Imagistics International Inc.Any Other Additional Costs \$ n/a

Describe: \_\_\_\_\_

Bidder's Web site address: www.imagistics.com

**Other Accessories:** The following "Other Accessories" **are not required items**, will not be used in the cost evaluation of the bid but will become a part of the contract if offered. Please include all the manufacturer's standard optional items/accessories for this machine. If the accessory is included as standard equipment and the price of the accessory is included in the price of the machine on the previous page, insert "INCLUDED" or "INCL." Prices must include **installation and Service Maintenance, where applicable**

**PRICE – One time charge**  
(With initial order)

- |    |   |                      |                |
|----|---|----------------------|----------------|
| 1. | Increase Memory to at least 2MB total memory  | \$ <u>incl. 8 MB</u> | 16 MB \$299.00 |
|    |   |                      | 32 MB \$119.00 |
| 2. | Surge Protector/Electronic Power Filter for Communication Line, for Power Line, and must protect motherboard. | \$ <u>65.00</u>      |                |
| 3. | Stand Part # <u>814-5 Stand with Door</u>   | \$ <u>99.00</u>      |                |
| 4. | Optional Paper Tray   | \$ <u>225.00</u>     |                |
|    | Describe: <u>250 sheet paper tray</u>   |                      |                |
| 5. | Parallel Interface  | \$ <u>incl.</u>      |                |
|    | Describe: <u>parallel or USB incl.</u>  |                      |                |
| 6. | Network Ready:  | \$ <u>225.00</u>     |                |
| 7. | Network Connection  | \$ <u>incl.</u>      |                |
|    | Describe: <u>one time charge</u>  |                      |                |
| 8. | Cat # / Description <u>/</u>  | \$ <u>n/a</u>        |                |
| 9. | Cat # / Description <u>/</u>  | \$ <u>n/a</u>        |                |

The machine bid for this category MUST ALSO include the applicable **General Required Features** listed above on Page # 19 except as modified or superseded by the **Special Required Features** listed below.

13. Modem Speed (Kbps)	Minimum of 33.6	Speed: <u>33.6</u>
14. One-touch Dial	20 or More	Describe: <u>56</u>
15. Speed Dial	20 or More	Describe: <u>144</u>
16. Group Dial	Minimum 4 Groups	Describe: <u>32</u>
17. Automatic Document Feeder	Minimum 20 Pages	Capacity: <u>80</u>
18. Memory	Minimum 2 MB (120 Pages)	Describe: <u>8 MB</u>
19. Recording paper, size	8.5 x 11 & 8 1/2 x 14	Describe: <u>8.5 x 11 &amp; 8.5 x 14</u>
20. Standard paper tray, Capacity	Minimum 200 Sheets	Capacity: <u>500</u>
	2 <sup>nd</sup> Tray (NOT REQUIRED)	Capacity (if included): <u>500</u>
21. Reception	Auto/Manual	Describe: <u>Yes, both</u>
22. Printing Method	Laser or LED	Describe: <u>LED</u>
23. Broadcasting	Minimum 30 Destinations	# Destinations: <u>230</u>
24. Engine speed	Minimum 6 ppm	Speed: <u>13 ppm</u>
13. Quick Scan	Minimum 6 spp	Speed: <u>1.7</u>
25. Minimum 20 Characters LCD Display		# Characters: <u>32</u>

**BIDDER:** Imagistics International Inc.

**BRAND / MODEL:** Imagistics / 3500 MFP

**Circle AREAS Bidding (See Attached Area Map):** **A Yes B Yes C Yes**

**NOTE:** If Bidder's offer differs by AREA, Bidder must make a copy of this form to complete & return for each AREA where prices or items are different.

1. **DELIVERY:** 10 days ARO (After Receipt of Order) **WARRANTY PERIOD:** 90

2. **Purchase Price:** \$ 1,007.00 (Purchase price must INCLUDE First Year Service Maintenance.)

3. **Service Maintenance - (Does not include supplies)**

	Under 50 Miles	50-100 Miles	Over 100 Miles
Second Year	\$ <u>18.00</u> /Mo.	\$ <u>22.00</u> /Mo.	\$ <u>31.00</u> /Mo.
Third Year	\$ <u>18.00</u> /Mo.	\$ <u>22.00</u> /Mo.	\$ <u>31.00</u> /Mo.

4. **Cost of Supplies, FOB Destination - All expendable supplies must be identified & priced.**

3-a	Toner Cartridge:	\$ <u>105.00</u> / Each	Yield: <u>20,000</u>
3-b	Replacement Drum:	\$ <u>59.00</u> / Each	Yield: <u>20,000</u>
3-c	Other:	\$ <u>n/a</u> / Each	Yield: <u>n/a</u>

Description: \_\_\_\_\_  
 \_\_\_\_\_

(Category 1 - Continued on next page.)

BIDDER: Imagistics International Inc.Any Other Additional Costs \$ n/a

Describe: \_\_\_\_\_

Bidder's Web site address: www.imagistics.com

**REQUIRED ACCESSORIES:** DO NOT include the following accessories as standard equipment unless the model is not available from the manufacturer without the accessory. If accessory is included as standard equipment and the price of the accessory is included in the price of the machine on the previous page, insert "INCLUDED" or "INCL." Prices must include installation and Service Maintenance, where applicable.

**PRICE – One time charge**  
(With initial order)

- |    |   |                  |
|----|---|------------------|
| 1. | Increase Memory to at least 3MB total memory  | \$ <u>incl.</u>  |
|    | Describe: <u>8 MB standard</u>  |                  |
| 2. | Surge Protector/Electronic Power Filter for Communication Line, for Power Line, and must protect motherboard. |                  |
|    | Describe: _____   | \$ <u>65.00</u>  |
| 3. | Network Ready:  | \$ <u>299.00</u> |

**Other Accessories:** The "Other Accessories" are not required items, but will become a part of the contract if offered, however, will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard optional items/accessories.

**PRICE – One time charge**  
(With initial order)

- |    |   |                          |                  |
|----|---|--------------------------|------------------|
| 1. | Stand                                   | Part # <u>804-9</u>      | \$ <u>105.00</u> |
| 2. | Optional Paper Tray                     |                          | \$ <u>299.00</u> |
|    | Describe: <u>500 sheet cassette</u>     |                          |                  |
| 3. | Dual Line                               |                          | \$ <u>399.00</u> |
|    | Describe: _____                         |                          |                  |
| 4. | Parallel Interface                      |                          | \$ <u>275.00</u> |
|    | Describe: <u>Parallel Port for PCL6</u> |                          |                  |
| 5. | Network Connection                      |                          | \$ <u>n/a</u>    |
|    | Describe: _____                         |                          |                  |
| 6. | Cat # / Description                     | <u>#2 / 32 MB Memory</u> | \$ <u>82.00</u>  |
| 7. | Cat # / Description                     | <u>#2 / 64 MB Memory</u> | \$ <u>112.00</u> |

The machine bid for this category MUST ALSO include the applicable **General Required Features** listed above on Page # 19 except as modified or superseded by the **Special Required Features** listed below.

1. Modem Speed (Kbps)	Minimum of 33.6	Speed: <u>33.6</u>
2. One-touch Dial	30 or More	Describe: <u>56</u>
3. Speed Dial	30 or More	Describe: <u>144</u>
4. Group Dial	Minimum <del>20</del> 9 Groups	Describe: <u>32</u>
5. Automatic Document Feeder	50 Pages	Capacity: <u>80</u>
6. Memory	Minimum 2 MB (120 pages)	Memory: <u>8 MB</u>
7. Document Throat	Minimum 8 1/2" width	Describe: <u>8.5</u>
8. Recording paper, size	8.5 x 11 & 8 1/2 x 14	Describe: <u>Yes, both</u>
9. Standard paper trays, Capacity	Two (2) Internal Trays; <u>minimum 500</u> <u>350 sheets total capacity.</u> Tray 1 = Minimum 250 Sheets Tray 2 = Minimum 100 Sheets	Total Capacity: <u>Yes, 1000</u> Capacity: <u>500</u> Capacity: <u>500</u>
10. Reception	Auto/Manual	Describe: <u>Yes</u>
11. Printing Method	Laser or LED	Describe: <u>LED</u>
12. Broadcasting	Minimum 80 Locations	Describe: <u>230</u>
13. Delayed Transmission		Describe: <u>99</u>
14. Batch Transmission (Ability to scan multiple documents and transmit to one location or to a Group.		Describe: <u>Yes</u>
15. Directory Dialing		Describe: <u>Yes</u>
16. Department Codes		# of Codes: <u>yes, unlimited</u>
17. Engine Speed	Minimum 8 ppm	Speed: <u>13 ppm</u>
18. Scan Speed:	3 Seconds per Page	Speed: <u>1.7</u>

**BIDDER:** Imagistics International Inc.

**BRAND / MODEL:** Imagistics / 3500 MFP

**Circle AREAS Bidding** (See Attached Area Map): **A Yes B Yes C Yes**

**NOTE:** If Bidder's offer differs by AREA, Bidder must make a copy of this form to complete & return for each AREA where prices or items are different.

1. **DELIVERY:** 10 days ARO (After Receipt of Order) **WARRANTY PERIOD:** 90

2. **Purchase Price:** \$ 1,320.00 (Purchase price must INCLUDE First Year Service Maintenance.)

3. **Service Maintenance - (Does not include supplies)**

	<b>Under 50 Miles</b>	<b>50-100 Miles</b>	<b>Over 100 Miles</b>
Second Year	\$ <u>18.00</u> /Mo.	\$ <u>22.00</u> /Mo.	\$ <u>31.00</u> /Mo.
Third Year	\$ <u>18.00</u> /Mo.	\$ <u>22.00</u> /Mo.	\$ <u>31.00</u> /Mo.

4. **Cost of Supplies, FOB Destination - All expendable supplies must be identified & priced.**

3-a	Toner Cartridge:	\$ <u>105.00</u> / Each	Yield: <u>20,000</u>
3-b	Replacement Drum:	\$ <u>59.00</u> / Each	Yield: <u>20,000</u>
3-c	Other:	\$ <u>n/a</u> / Each	Yield: <u>n/a</u>

Description: \_\_\_\_\_

(Category 2 - Continued on next page)

BIDDER: Imagistics International Inc.Any Other Additional Costs \$ n/a

Describe: \_\_\_\_\_

Bidder's Web site address: www.imagistics.com

**REQUIRED ACCESSORIES:** DO NOT include the following accessories as standard equipment unless the model is not available from the manufacturer without the accessory. If accessory is included as standard equipment and the price of the accessory is included in the price of the machine on the previous page, insert "INCLUDED" or "INCL." Prices must include installation and Service Maintenance, where applicable.

**PRICE – One time charge**  
(With initial order)

1. Increase Memory to at least 4MB total memory \$ incl.  
Describe: 8 MB included standard
2. Confidential TX/RX, minimum 5 Boxes. \$ incl.  
Describe: 50 mailboxes
3. Surge Protector/Electronic Power Filter for Communication Line, for Power Line, and must protect motherboard.  
Describe: \_\_\_\_\_ \$ 65.00
4. Network Ready: \$ 299.00

**Other Accessories:** The "Other Accessories" are not required items, but will become a part of the contract if offered, however, will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard optional items/accessories.

**PRICE – One time charge**  
(With initial order)

1. Stand Part # 804-9 \$ 105<sup>00</sup>
2. Dual Line \$ 299<sup>00</sup>  
Describe: \_\_\_\_\_
3. Parallel Interface \$ 275<sup>00</sup>  
Describe: Parallel Port for PC4
4. Network Connection \$ 0  
Describe: \_\_\_\_\_
5. Cat # / Description Cat 3 / 31 MB Memory \$ 82.00
6. Cat # / Description: Cat 3 / 64 MB Memory \$ 112.00

The machine bid for this category MUST ALSO include the applicable **General Required Features** listed above on Page # 19 except as modified or superseded by the **Special Required Features** listed below.

1.	Modem Speed (Kbps)	Minimum of 33.6	Speed:	33.6
2.	One-touch Dial	30 or More	Quantity:	56
3.	Speed Dial	50 or More	Quantity:	144
4.	Group Dial	Minimum 30 Groups	# Groups:	32
5.	Automatic Document Feeder	50 Pages	ADF Capacity:	80
6.	Memory	Minimum 4 MB (240 pages)	Memory:	650 pages
7.	Document Throat	Adjustable, 8 1/2 to 11" width	Size:	8.5
8.	Recording paper, size	8.5 x 11 & 8 1/2 x 14	Size:	yes, both
9.	Standard paper trays, Capacity	Two (2) Paper Trays	# Trays:	2, 1000
		Tray 1 = Minimum 500 Sheets	Capacity:	500
		Tray 2 = Minimum 250 Sheets	Capacity:	500
10.	Reception	Auto/Manual	Describe:	Both
11.	Printing Method	Laser or LED	Describe:	LED
12.	Broadcasting	Minimum 100 Destinations	# Destinations:	230
13.	Batch Transmission (Ability to scan multiple documents and transmit to one location or to or a Group.		Describe:	yes
14.	Delayed Transmission		Describe:	yes, 99
15.	<b>Directory Dialing</b>		Describe:	yes
16.	Department Codes		Describe:	yes, unlimited
17.	Engine Speed	Minimum 8 ppm	Speed:	13 ppm
18.	Scan Speed	2 Seconds per Page	Speed:	1.7
19.	Data Compression:	MH, MR, MMR, JBIG	Describe:	Yes, all

BIDDER: Imagistics International Inc.

BRAND / MODEL: Imagistics / 3500 MFP

Circle AREAS Bidding (See Attached Area Map): **A Yes B Yes C Yes**

**NOTE:** If Bidder's offer differs by AREA, Bidder must make a copy of this form to complete & return for each AREA where prices or items are different.

1. **DELIVERY:** 10 days ARO (After Receipt of Order) **WARRANTY PERIOD:** 90

2. **Purchase Price:** \$ 1,320<sup>00</sup> (Purchase price must INCLUDE First Year Service Maintenance.)

3. **Service Maintenance - (Does not include supplies)**

	Under 50 Miles	50-100 Miles	Over 100 Miles
Second Year	\$ <u>18.00</u> /Mo.	\$ <u>22.00</u> /Mo.	\$ <u>31.00</u> /Mo.
Third Year	\$ <u>18.00</u> /Mo.	\$ <u>22.00</u> /Mo.	\$ <u>31.00</u> /Mo.

4. **Cost of Supplies, FOB Destination - All expendable supplies must be identified & priced.**

3-a	Toner Cartridge:	\$ <u>105.00</u> / Each	Yield: <u>20,000</u>
3-b	Replacement Drum:	\$ <u>59.00</u> / Each	Yield: <u>20,000</u>
3-c	Other:	\$ _____ / Each	Yield: _____

Description: \_\_\_\_\_

BIDDER: Imagistics International Inc.Any Other Additional Costs: \$ N/A

Describe: \_\_\_\_\_

Bidder's Web site address: www.imagistics.com

**REQUIRED ACCESSORIES:** DO NOT include the following accessories as standard equipment unless the model is not available from the manufacturer without the accessory. If accessory is included as standard equipment and the price of the accessory is included in the price of the machine on the previous page, insert "INCLUDED" or "INCL." Prices must include installation and Service Maintenance, where applicable.

		PRICE – One time charge (With initial order)
1.	Increase Memory to at least 5MB total memory Describe: <u>8 MB Standard</u>	\$ <u>incl.</u>
2.	Confidential TX/RX, minimum 5 Boxes. Describe: <u>50 mailboxes</u>	\$ <u>incl.</u>
3.	Surge Protector/Electronic Power Filter for Communication Line, for Power Line, and must protect motherboard. Describe: _____	\$ <u>65.00</u>
4.	Dual Line, minimum 33.6 KBPS for both lines	\$ <u>399.00</u>
5.	Network Ready	\$ <u>299.00</u>

**Other Accessories:** The "Other Accessories" are not required items, may become a part of the contract if offered, however, will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard optional items/accessories.

		PRICE – One time charge (With initial order)
1.	Stand Part # <u>804-9</u>	\$ <u>105.00</u>
2.	Parallel Interface Describe: <u>Parallel Port for PCL6</u>	\$ <u>275.00</u>
3.	Network Connection Describe: _____	\$ <u>4</u>
4.	Cat # / Description <u>#4</u> / <u>32 MB Memory</u>	\$ <u>82.00</u>
5.	Cat # / Description: <u>#4</u> / <u>64 MB Memory</u>	\$ <u>112.00</u>
6.	Cat # / Description _____ / _____	\$ _____

**RENTAL – Category 3****RENTAL – Category 3**

The machine bid for this category MUST ALSO include the applicable **General Required Features** listed above on Page # 19 except as modified or superseded by the **Special Required Features** listed below.

1. Modem Speed (Kbps)	Minimum of 33.6	Speed: <u>33.6</u>
2. One-touch Dial	30 or More	Describe: <u>56</u>
3. Speed Dial	30 or More	Describe: <u>144</u>
4. Group Dial	Minimum <del>20</del> 9 Groups	Describe: <u>32</u>
5. Automatic Document Feeder	50 Pages	Capacity: <u>80</u>
6. Memory	Minimum 2 MB (120 pages)	Memory: <u>650 pages</u>
7. Document Throat	Minimum 8 ½" width	Describe: <u>8.5</u>
8. Recording paper, size	8.5 x 11 & 8 ½ x 14	Describe: <u>yes, both</u>
9. Standard paper trays, Capacity	Two (2) Internal Trays; <u>minimum 500</u> <u>350 sheets total capacity.</u>	Total Capacity: <u>2, 1,000</u>
	Tray 1 = Minimum 250 Sheets	Capacity: <u>500</u>
	Tray 2 = Minimum 100 Sheets	Capacity: <u>500</u>
10. Reception	Auto/Manual	Describe: <u>Both</u>
11. Printing Method	Laser or LED	Describe: <u>LED</u>
12. Broadcasting	Minimum 80 Locations	Describe: <u>230</u>
13. Delayed Transmission		Describe: <u>yes, 99</u>
14. Batch Transmission (Ability to scan multiple documents and transmit to one location or to a Group.		Describe: <u>yes</u>
15. Directory Dialing		Describe: <u>yes</u>
16. Department Codes		# of Codes: <u>yes-unlimited</u>
17. Engine Speed	Minimum 8 ppm	Speed: <u>13 ppm</u>
18. Scan Speed:	3 Seconds per Page	Speed: <u>1.7</u>

**BIDDER:** Imagistics International Inc.

**BRAND / MODEL:** Imagistics/ 3500 MFP

**Circle AREA(S) Bidding (See Attached Area Map):** **A Yes B Yes C Yes**

**NOTE:** If Bidder's offer differs by AREA, Bidder must make a copy of this form to complete & return for each AREA where Bidder's prices or items are different.

1. **DELIVERY:** 10 days ARO (After Receipt of Order)

2. **RENTAL PRICING - 1 YEAR (with option to renew one time)**  
Including all maintenance

**Cost per Month**

a. Under 50 miles	\$ <u>125.00</u> /month
b. 50 - 100 miles	\$ <u>138.00</u> /month
c. over 100 miles	\$ <u>166.00</u> /month

3. **RENTAL PRICING - 3 YEAR (Fixed Term)**  
Including all maintenance

a. Under 50 miles	\$ <u>47.00</u> /month
b. 50 - 100 miles	\$ <u>52.00</u> /month
c. over 100 miles	\$ <u>63.00</u> /month

4. **Cost of Supplies, FOB Destination - All expendable supplies must be identified & priced.**

4-a Toner Cartridge:	\$ <u>105.00</u> / Each	Yield: <u>20,000</u>
4-b Replacement Drum:	\$ <u>59.00</u> / Each	Yield: <u>20,000</u>
4-c Other:	\$ <u>n/a</u> / Each	Yield: <u>n/a</u>
Description:	<u></u>	



BIDDER: Imagistics International Inc.Any Other Additional Costs \$ n/a

Describe: \_\_\_\_\_

Bidder's Web site address: www.imagistics.com

**REQUIRED ACCESSORIES:** DO NOT include the following accessories as standard equipment unless the model is not available from the manufacturer without the accessory. If accessory is included as standard equipment and the price of the accessory is included in the price of the machine on the previous page, insert "INCLUDED" or "INCL." Prices must include installation and Service Maintenance, where applicable.

**PRICE – One time charge**  
(With initial order)

- |    |  |                  |
|----|--|------------------|
| 1. | Increase Memory to at least 4MB total memory   | \$ <u>incl.</u>  |
|    | Describe: <u>8 MB Standard</u>   |                  |
| 2. | Confidential TX/RX, minimum 5 Boxes.   | \$ <u>incl.</u>  |
|    | Describe: <u>50 mailboxes</u>  |                  |
| 3. | Surge Protector/Electronic Power Filter for Communication Line, for Power Line and must protect motherboard. |                  |
|    | Describe: _____  | \$ <u>65.00</u>  |
| 4. | Network Ready  | \$ <u>299.00</u> |

**Other Accessories:** The "Other Accessories" **are not required items**, but will become a part of the contract if offered, however, will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard optional items/accessories for this machine.

**PRICE – One time charge**  
(With initial order)

- |    |   |                           |                  |
|----|---|---------------------------|------------------|
| 1. | Stand                                   | Part # <u>804-9</u>       | \$ <u>105.00</u> |
| 2. | Dual Line                               |                           | \$ <u>399.00</u> |
|    | Describe: _____                         |                           |                  |
| 3. | Parallel Interface                      |                           | \$ <u>275.00</u> |
|    | Describe: <u>Parallel Port for PCL6</u> |                           |                  |
| 4. | Network Connection                      |                           | \$ <u>0</u>      |
|    | Describe: _____                         |                           |                  |
| 5. | Cat # / Description                     | <u># 3 / 32 MB Memory</u> | \$ <u>82.00</u>  |
| 6. | Cat # / Description:                    | <u># 3 / 64 MB Memory</u> | \$ <u>112.00</u> |
| 7. | Cat # / Description:                    | <u>/</u>                  | \$ _____         |

The machine bid for this category MUST ALSO include the applicable **General Required Features** listed above on Page # 19 except as modified or superseded by the **Special Required Features** listed below.

1. Modem Speed (Kbps)	Minimum of 33.6	Speed: <u>33.6</u>
2. One-touch Dial	30 or More	Quantity: <u>56</u>
3. Speed Dial	50 or More	Quantity: <u>144</u>
4. Group Dial	Minimum 30 Groups	# Groups: <u>32</u>
5. Automatic Document Feeder	50 Pages	ADF Capacity: <u>80</u>
6. Memory	Minimum 4 MB (240 pages)	Memory: <u>650 pages</u>
7. Document Throat	Adjustable, 8 1/2 to 11" width	Size: <u>8.5</u>
8. Recording paper, size	8.5 x 11 & 8 1/2 x 14	Size: <u>yes, both</u>
9. Standard paper trays, Capacity	Two (2) Paper Trays	# Trays: <u>2</u>
	Tray 1 = Minimum 500 Sheets	Capacity: <u>500</u>
	Tray 2 = Minimum 250 Sheets	Capacity: <u>500</u>
10. Reception	Auto/Manual	Describe: <u>Yes</u>
11. Printing Method	Laser or LED	Describe: <u>LED</u>
13. Broadcasting	Minimum 100 Destinations	# Destinations: <u>230</u>
14. Batch Transmission (Ability to scan multiple documents and transmit to one location or to or a Group.		Describe: <u>yes</u>
15. Delayed Transmission		Describe: <u>99</u>
16. Department Codes		Describe: <u>yes, unlimited</u>
17. Directory Dialing		Describe: <u>yes</u>
18. Engine Speed	Minimum 8 ppm	Speed: <u>13 ppm</u>
19. Scan Speed	2 Seconds per Page	Speed: <u>1.7</u>
20. Data Compression:	MH, MR, MMR, JBIG	Describe: <u>Yes, all</u>

BIDDER: Imagistics International Inc.

BRAND / MODEL: Imagistics / 3500 MFP

Circle AREAS Bidding (See Attached Area Map): **A Yes B Yes C Yes**

**NOTE:** If Bidder's offer differs by AREA, Bidder must make a copy of this form and complete & return for each AREA where prices or items are different.

- DELIVERY:** 10 days ARO (After Receipt of Order)
- RENTAL PRICING - 1 YEAR (with option to renew one time)** **Cost per Month**  
Including all maintenance
 

a. Under 50 miles	\$ <u>125.00</u> /month
b. 50 - 100 miles	\$ <u>138.00</u> /month
c. over 100 miles	\$ <u>166.00</u> /month
- RENTAL PRICING - 3 YEAR (Fixed Term)**  
Including all maintenance
 

a. Under 50 miles	\$ <u>47.00</u> /month
b. 50 - 100 miles	\$ <u>52.00</u> /month
c. over 100 miles	\$ <u>63.00</u> /month
- Cost of Supplies, FOB Destination - All expendable supplies must be identified & priced.**

4-a Toner Cartridge:	\$ <u>105.00</u> / Each	Yield: <u>20,000</u>
4-b Replacement Drum:	\$ <u>59.00</u> / Each	Yield: <u>20,000</u>
4-c Other:	\$ <u>n/a</u> / Each	Yield: <u>n/a</u>
Description:	<u></u>	
	<u></u>	

BIDDER: Imagistics International Inc.Any Other Additional Costs \$ none

Describe: \_\_\_\_\_

Bidder's Web site address: www.imagistics.com

**REQUIRED ACCESSORIES:** DO NOT include the following accessories as standard equipment unless the model is not available from the manufacturer without the accessory. If accessory is included as standard equipment and the price of the accessory is included in the price of the machine on the previous page, insert "INCLUDED" or "INCL." Prices must include installation and Service Maintenance, where applicable.

**PRICE – One time charge**  
(With initial order)

1. Increase Memory to at least 5MB total memory \$ incl.  
Describe: 8 MG standard
2. Confidential TX/RX, minimum 5 Boxes. \$ incl.  
Describe: 50 mailboxes
3. Dual Line, minimum 33.6 KBPS for both lines \$ 399.00
4. Surge Protector/Electronic Power Filter for Communication Line, for Power Line and must protect motherboard.  
Describe: \_\_\_\_\_ \$ 65.00
5. Network Ready \$ \_\_\_\_\_

**Other Accessories:** The "Other Accessories" are not required items, but will become a part of the contract if offered, however, will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard optional items/accessories for this machine.

**PRICE – One time charge**  
(With initial order)

1. Stand Part # 804-9 \$ 105.00
2. Parallel Interface \$ 275.00  
Describe: Parallel Port for PCL6
3. Network Connection \$ ~~0~~  
Describe: \_\_\_\_\_
4. Cat # / Description # 4 / 32 MB Memory \$ 82.00
5. Cat # / Description: # 4 / 64 MB Memory \$ 112.00
6. Cat # / Description \_\_\_\_\_ \$ \_\_\_\_\_